



PATH TO FULL MEMBERSHIP

Updated March 2023

ASSOCIATE MEMBERSHIP

We are delighted that you are applying for membership with the Atlantic Provinces Association of Landscape Architects. The steps to becoming a Full Member have been outlined in this document. **Any questions, feedback or concerns can be directed to the APALA Executive Assistant at admin@apala.ca**

Before becoming a Full Member, you must apply for Associate Membership.

Eligibility for Associate Membership

An applicant fulfills the requirements for admission into APALA as an Associate Member where they:

1. are of good character and adhere to the APALA's Code of Professional Conduct;
2. have successfully completed an accredited program in landscape architecture, **or** in the absence of such accreditation, at a school recognized by the Board, **or** at least seven years' practical experience of increasing responsibility under the full-term supervision of a Full Member; and
3. have been endorsed by one Full Member of the CSLA.

How to apply for Associate Membership

1. Go to apala.ca
2. Download the **Application Form** and fill out the entire form.
3. Download one **Endorsement Form**, fill it out and have it endorsed by **one Full Member of APALA or another CSLA jurisdiction** that you have known in a professional context **for at least one year**. Ask around your firm – people will be glad to help. Provide your endorser with the correct form for their confidential recommendation. **It is the endorser's responsibility to forward their endorsements directly to the Secretary-Treasurer.**
4. Mail your Application, along with the following items:
 - **\$25 non-refundable application fee** payable to the Atlantic Provinces Association of Landscape Architects.
 - **Proof of your Academic qualifications** (degree only, transcripts are not required).
5. You will be contacted regarding the success of your application.
6. If successful, congratulations! Once you have successfully become an Associate Member, **you must remain an Associate Member for three years** under the full-term supervision of a Full Member and **complete the Professional Development Program (PDP)** before you can apply to become a Full Member yourself.

Mandatory/Non-Mandatory Recording

1. Recognizing that not all Associate Members will seek Full Member status, the PDP is not a mandatory requirement.
2. Should an Associate Member wish to seek Full Member status, the PDP is a mandatory requirement.

PROFESSIONAL DEVELOPMENT PROGRAM

The Professional Development Program (PDP) has been created to guide Associates during the three-year period that they are fulfilling the requirements for full membership in the Association.

The purpose of the PDP is to assist the Associate by providing the opportunity for regular interaction with active Members as well as monitoring the Associates progress in acquiring appropriate professional experience and guidance.

The People Involved in your PDP

During your PDP, there are several individuals who will be involved at various stages.

Associate Member	This is the person undertaking the PDP who has been accepted as an Associate Member of APALA.
Advisor	This is a Full Member of APALA or another CSLA jurisdiction who has agreed to act as a mentor for the Associate Member during their PDP.
Executive Assistant	The person appointed or elected by the APALA Board that will receive the Associate's submissions during the PDP.
Membership Committee	This is a committee composed of Members of the Association appointed or elected by the Board that receives and reviews applications for membership.

Associate Member's Responsibilities

1. The Associate is responsible for maintaining appropriate employment to fulfill the work experience requirements. **See Professional Development Program Summary Chart included in this document.**
2. The Associate must select an advisor for the **entire duration** of his or her PDP. The advisor need not be employed in the same workplace as the Associate, however, close proximity and convenient access to the advisor is preferable. **The Advisor must have been a Full Member of the CSLA for a minimum period of five years.**
3. Associate Members are responsible for setting regular meetings with their Endorser to receive feedback and guidance. The meeting schedule is at the discretion of the Associate Member and the Endorser, but frequent check-ins are encouraged.
4. Self-employed Associates must meet more frequently with the advisor reviewing the Associate's work. Self-employed Associates must meet the requirements of full-time employment. The advisor must attest to the fulfillment of these criteria.
5. Associate Members shall immediately notify the APALA Executive Assistant in writing should their Endorser change during the three-year professional development period and shall strive to find a new Endorser in a timely manner.
6. The Associate must submit Experience Progress Reports (EPR) covering a six-month period to the Executive Assistant. The reports are to be received by the Executive Assistant **on or before the deadlines indicated** below:
 - **Reporting Period of January 1st to June 15th**
(EPR due to the Executive assistant by June 30th)
 - **Reporting Period of June 16th to December 31st**
(EPR due to the Executive assistant by January 15th)
7. Periods of unemployment will interrupt and extend the length of the Associate Member's three-year professional development period. Associates are expected to remain active in the APALA unless a leave of absence is granted.

Role of the Advisor

The Professional Development Program is based on the principle that a Full Member is monitoring the work experience that an Associate is obtaining. This may occur on a day-to-day basis as an immediate supervisor, or it may be on a less frequent basis as a professional advisor. The advisor's responsibility is to provide guidance to the Associate through the course of the PDP. The professional advisor will monitor the Associate's development to ensure, to the extent possible, that the Associate is exposed to all aspects of professional practice. Depending on the specifics of the Associate's employment, the professional advisor may also suggest alternative ways for the Associate to gain experience. **The professional advisor must be a Full Member of APALA or another CSLA jurisdiction in good standing for a minimum of five (5) years.**

Advisor's Responsibilities

1. Advisors must meet with the Associate at least once a month. It is the advisor's responsibility to assist the Associate in understanding and complying with all the PDP requirements.
2. Any problems or concerns regarding an Associate's lack of compliance with the PDP, the code of ethics, by-laws or regulations of the Association must be forwarded by the advisor to the Executive Assistant.
3. Professional advisors must be familiar with the requirements of the PDP and the APALA By-laws.
4. The advisor must certify the accuracy of each PDP report submission. It is the Associate's responsibility to ensure that all reports are submitted on time.
5. When advisors cannot continue to provide guidance to their Associate, they must give notice in writing to the Associate and the Executive Assistant. If appropriate, the advisor should make recommendations for a suitable substitute. Notwithstanding, it is the Associate's responsibility to find a replacement immediately.

Role of the Executive Assistant

The Executive Assistant will administer the PDP program on behalf of the Board. The duties of the Executive Assistant include processing applications for membership and assisting the Associates during their tenure in the PDP.

Executive Assistant's Responsibilities

1. The Executive Assistant coordinates applications for membership with the Membership Committee.
2. Upon receipt and approval of an Associate Member's application by the Membership Committee, the Executive Assistant establishes the start date of a PDP.
3. Formal notification of acceptance of the PDP effective start date will be contingent upon Board approval of the application, and payment of Associate dues which will cover a period from the effective start date.
4. The Executive Assistant assists the Associate during the PDP.
5. The Executive Assistant receives PDP submissions from the Associate throughout the tenure of the PDP.
6. The Executive Assistant coordinates PDP submissions with the Membership Committee.

Role of the Membership Committee

The Membership Committee receives and reviews applications for membership from the Board and is responsible for administering the standards governing the qualifications of candidates for membership in the Association. The Membership Committee will review your application for Associate Membership as well as, upon approval of the Associate Membership application, your PDP submissions and eventual application for Full Membership.

Membership Committee's Responsibilities

1. The Membership Committee will review your application for Full Membership.
2. The Membership Committee will review your PDP submissions.
3. If an Associate wishes to apply for a reduction in the length of the PDP, the Membership Committee will review the request and, if acceptable, recommend to the Board a suitable reduction based on the policy contained in this document.
4. The Membership Committee will by appropriate investigation and examination satisfy itself as to the character, education, experience, ethics, methods of practice and current professional qualifications of the Associate.
5. Upon review of the above material, the Membership Committee will make a recommendation to the Board regarding the Associate's application for Full Membership.

1. Meet regularly with your professional advisor to review your progress and to seek advice and guidance.
2. Prepare an **EPR** and update the **Professional Development Summary Chart** every six months.
 - a. Use the EPR guidelines and the experience areas reference list which follow, for guidance.
 - b. With each successive report, you should be recording a progression of experience, areas of increased responsibility, or an expanded understanding of areas recorded in previous reports.
3. Briefly describe your job position in your initial EPR; fill in this section again only when you change positions.
4. Review the EPR with your professional advisor.
5. Make sure that you and your professional advisor have both signed the report and submit it to the Executive Assistant.
6. Keep a copy of each report. In the event that you must change your professional advisor during the course of your professional development period, the previous reports will be important for your new advisor to review.
7. Upon completion of your final EPR and the Professional Development Summary Chart, submit them to the Executive Assistant. If your record is found to be satisfactory, you will be notified that your PDP is complete. Should the Membership Committee find that your experience record is not sufficient, the Board will determine if your professional development period should be extended and for how long.
8. Be fully familiar with the responsibilities of the professional advisor. In the event that an advisor is not fulfilling their obligation, the Associate should change advisors as soon as possible and notify the Executive Assistant accordingly.

Guidelines for Experience Progress Reports

1. Prepare a progress report that is clear and concise in format with an emphasis on the details of your work experience. The reports must be typewritten and reflect a professional organization and style.
2. List the projects which you have worked on during the previous six month period.
3. Indicate the time spent on the project (duration in terms of % of time spent in the reporting period).
4. Describe each project briefly in terms of the assignment, location, scale of development, etc.
5. Identify the role that you played in each project. Be specific about your responsibility and tasks.
6. Describe your specific work responsibilities by category including site analysis, conceptual design, detailed design and working drawing preparation, construction inspection, report preparation, etc.
7. Provide a detailed breakdown of these tasks, e.g., field review, design drafting and presentation graphics, construction detail development, cost estimating, specification writing, tender coordination, construction site meeting attendance, progress payment review, etc.
8. Identify your working relationship with other professionals involved in a certain project, e.g., coordination with other consultants, client relationship, assistance to senior landscape architect, sole responsibilities, etc.
9. Identify those issues that have challenged your skills. Indicate those areas where, in your opinion, you have gained significant experience, or areas of work where improvement is required
10. Include an updated Professional Development Summary Chart with each EPR submission.

At the Board's discretion, an assigned professional development period may be reduced on the basis of appropriate professional work experience gained prior to the acceptance of an application for Associate membership.

An assigned professional development period may be reduced by **a maximum of one half of the assigned period**, by a ratio of one month's credit, or portion thereof, given for every complete period of two months full time employment in a relevant professional environment, as determined and recommended to the Board by the Membership Committee.

Before making a recommendation for reduction to the Board, the Membership Committee will review and evaluate written documentation as follows:

1. The applicant's description of each relevant, full-time work experience, including: (a) starting and completion dates for each work experience; (b) level and type of the applicant's involvement in each project offered for consideration under this heading; and (c) the applicant's evaluation of the professional development resulting from each experience described; and
2. A declaration(s) by the applicant's relevant employer(s) and/or supervisor(s) as to the accuracy of each work experience description. No credit will be given for a period of employment which is not supported by this declaration and only full time periods of employment will be considered.

The Membership Committee may also require an applicant to attend an interview and present the information required under Item 1 above for further evaluation.

On acceptance of the Membership Committee's recommendation to the Board, the Associate will be required to pay, on a monthly pro-rated basis, the Associate dues which would have been paid for each month by which the assigned professional development period is reduced. The basis of payment will be

calculated based on the rate of dues at the time that the reduction is granted.

A cheque for the \$25.00 non-refundable application charge must accompany the request.

PDP REDUCTION REQUEST FORM

I, _____, hereby confirm that I was in full time employment during the period identified in the accompanying chronological Experience Record Report.

I believe that I obtained the benefits as described from my stated involvement on the projects during this/these periods(s).

On the basis of the material presented and the APALA Policy regarding reduction of an assigned Professional Development Period, I hereby request that my period be reduced.

Please Note: The \$25.00 applicable fee must be enclosed with this application, or it will not be forwarded for consideration to the Membership Committee.

(Signed)

(Date)

(Email)

(Phone)

PDP REDUCTION REQUEST FORM

(2/2)

(to be completed by the Supervisor / Employer)

I, _____,

was the supervisor / employer of

during the period from

_____ to _____.

I have reviewed the information presented by him/her in the accompanying chronological experience.

record report and agree with his/her statement of involvement and benefit to his/her professional development during the period of employment as listed above.

(Signed)

(Date)

(Email)

(Phone)

FULL MEMBERSHIP

Once you have completed your three years of Associate Membership and your PDP, you may now apply to become a Full Member. Below is a list of the eligibility requirements and steps to become a Full Member; as well as the elements of that membership as defined by the APALA Bylaws.

Eligibility for Full Membership

An applicant fulfills the requirements for admission into the Association as a Full Member where they:

1. are of good character and adhere to the Association's Code of Professional Conduct;
2. have successfully completed an accredited program in landscape architecture, or in absence of such accreditation, have completed the prescribed examination of the Association in accordance with the Examination Policy;
3. have completed three years of Associate Membership and completed the logbook requirements in accordance with the Logbook Recording Policy;
4. have been endorsed by two Full Members of the CSLA;
or
5. is a Full Member in good standing of another component of the CSLA, and meets all requirements of the current CSLA Reciprocity Full Membership Agreement.

How to apply for Full Membership

1. Go to apala.ca
2. Download the **Application Form** and fill out the entire form.
3. Download two **Endorsement Forms**, fill them out and have them endorsed by two full members of APALA or another CSLA jurisdiction, that you have known in a professional context for a combined three years. Ask around your firm – people will be glad to help. Provide your endorsers with the correct form for their confidential recommendation. **It is the endorser's responsibility to forward their endorsements directly to the Secretary-Treasurer.**
4. Mail your Application, along with the following items:
 - **\$50 non-refundable application fee** payable to the Atlantic Provinces Association of Landscape Architects.
 - **Proof of your Academic qualifications** (degree only, transcripts are not required).
5. You will be contacted regarding the success of your application.

FULL MEMBERSHIP - RECIPROCITY

Eligibility for Full Membership - Reciprocity

An applicant fulfills the requirements for admission into the Association as a Full Member under Reciprocity where they:

1. are a Full Member in good standing of another component of the CSLA and meets all requirements of the CSLA Reciprocity Full Membership Agreement dated July 2013.

How to apply for Full Membership - Reciprocity

1. Go to apala.ca
2. Download the **Application Form** and fill out the entire form.
3. Mail your Application, along with the following items:
 - \$50 non-refundable application fee** payable to the Atlantic Provinces Association of Landscape Architects.
 - Proof of your Academic qualifications** (degree only, transcripts are not required).
 - Letter from other Component Association.**
4. You will be contacted regarding the success of your application.

FAQ

As an Associate Member, can I volunteer for committees or sit on the Board?

An Associate Member shall not be eligible to hold office, but shall be eligible to vote, serve on committees and sit on the Board. Associate Members have the right to speak at all meetings and are encouraged to participate in APALA committees, activities and to sit on the Board.

As an Associate, can I call myself a Landscape Architect?

An Associate Member shall not be entitled to use the title Landscape Architect nor use the abbreviation APALA after their name.

What title can I use?

An Associate Member shall be designated as an “APALA Associate” which designation shall not be abbreviated or changed in any way.

Do I get a stamp as an Associate Member?

Associate members shall not be issued the approved professional stamp and certificate of the Association.

Do I need to record experience during my three-year Associate Membership period?

If you have the intention to apply for full membership in the future, you would need to log your experience as described in this document. If you'd like a document that can be used to guide your professional development, please see the attached checklist of the skills your endorsers will be asked to comment on.

Do I need to write the LARE to become a Full Member?

If your degree is not considered as an accredited degree in Landscape Architecture or your University program has not achieved the accreditation yet, you would be required to take the LARE as alternative to the By-law requirement. To determine if your degree is considered accredited, you may visit the CSLA's website: <https://www.csla-aapc.ca/career-resources/accredited-university-programs>

When will I know if my Application has been accepted?

The Membership Committee will act on applications for membership on a regular basis, following receipt of a completed application. Please allow a few weeks for the review process. You will be contacted if there are any issues with your Application.

Where do I mail the information required for my Application?

*Atlantic Provinces Association of Landscape Architects
P.O. Box 38051, Burnside
Dartmouth, Nova Scotia B3B 1X2
or info@apala.ca*

PROFESSIONAL DEVELOPMENT SUMMARY CHART

Associate's Name: _____

Advisor's Name: _____

PDP Report Number: 1 2 3 4 5 6

PDP Reporting Period: _____

Working with the Advisor, the Associate should check the appropriate competency rating for each category below that best represents their **current** level of experience:

	High	Medium	Low	None
Design Development				
Research and Land Analysis				
Master Planning and Feasibility Study				
Site Plan Process and Landscape Policy				
Concept Sketches (Ideas Communication)				
Preliminary Design Drawing				
Presentation Drawings				
Preliminary Cost Estimating				
Detailed Design				
Plant Material and Application				
Earthwork, Drainage and Grading				
Site Engineering				
Landscape Structures				
Contract Documentation				
Working Drawing Preparation				
Detail Drawing Preparation				
Specification Writing				
Estimating and Cost Control				
Bidding and Contract Award				
Construction and Contract Administration				
Site Meetings, Inspections and Reports				
Change Orders and Procedures				
Shop Drawing Review				
Payment Certificates and Procedures				
Office Practice				
Proposal Writing and Fee Calculation				
Client Contract				
Project Meetings and Correspondence				
Consultant Contact				

Competency Ratings

- 1) High Professional level of competency, little or no supervision required;
 2) Medium Reasonable competency, some supervision required;

- 3) Low Poor competency, close and regular supervision is required;
- 4) None No experience at all.

Associate's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

SUMMARY SHEET

Associate's Name: _____

Advisor's Name: _____

PDP Report Number: 1 2 3 4 5 6

PDP Reporting Period: _____

Associate's Employer: _____

Please describe your job position and current responsibilities this is your first EPR or if your job position has changed since your previous EPR):

PROJECT SHEET

Project Title: _____

Time Spent on Project (%): _____

Project Description:

Please provide a brief description of the project.

Project Experience:

Please describe your roles and responsibilities for this project.

SIGNATURE SHEET

Associate Member:

(Signed)

(Date)

(Email)

(Phone)

Advisor:

(Signed)

(Date)

(Email)

(Phone)